CALL TO ORDER

1. ADOPTION OF AGENDA

2. ADOPTION OF MINUTES
   a. October 26, 2015 Organizational Meeting Minutes and October 26, 2015 Regular Council Meeting Minutes

3. PUBLIC HEARINGS

4. PRESENTATIONS

5. DELEGATIONS

6. PUBLIC QUESTION & ANSWER PERIOD

7. COUNCIL UPDATES

8. ADMINISTRATIVE UPDATES
   a. City Manager Updates - Cotterill

9. BYLAWS
   a. C-929-15 – Second Reading – Fees and Charges Bylaw - Goodwin

10. BUSINESS ITEMS
    a. Tour of Alberta - Wolanski
    b. Reassigning Grants - Goodwin
    c. Spruce Grove Public Library Board Appointment - Wolanski
11. INFORMATION ITEMS
   a. Various Board and Committee Meeting Minutes

12. CLOSED SESSION

13. BUSINESS ARISING FROM CLOSED SESSION

ADJOURNMENT
Adoption of Minutes  Item #  2. a.

Regular Council Meeting Agenda
Meeting Date: 11/02/2015
Title: October 26, 2015 Organizational Meeting Minutes and October 26, 2015 Regular Council Meeting Minutes
Department: Corporate Services

Recommendation

| That the October 26, 2015 Organizational Meeting Minutes and October 26, 2015 Regular Council Meeting Minutes be approved as presented. |

Reasons for Recommendation
To obtain Council's approval of the October 26, 2015 Organizational Meeting Minutes and the October 26, 2015 Regular Council Meeting Minutes.

Background
n/a

Analysis
n/a

Options/Alternatives
n/a

Consultation/Engagement
n/a

Implementation/Communication
n/a

Impacts
n/a

Strategic Vision Element:
Related Goal:

Fiscal Impact
Financial Implications:
n/a

Attachments

October 26, 2015 Organizational Meeting
October 26, 2015 Regular Council Meeting
Present:

Mayor Houston, and Aldermen Baxter, Kesanko, McLean, Rothe, Steinburg and Turton

Also In Attendance:

Robert Cotterill, City Manager
Diane Goodwin, General Manager of Corporate Services
Corey Levasseur, General Manager of Planning and Infrastructure
David Wolanski, General Manager of Community and Protective Services
Jennifer Hetherington, Manager of Corporate Communications
Dave Walker, Manager of Economic and Business Development
Debra Irving, Director of Planning and Development
Ken Luck, Director of Recreation Services
Brent Oliver, Director of Cultural Services
Susan Armstrong, Senior Planner
David Towle, Planner
Tania Shepherd, City Clerk
Marj Bradshaw, Recording Secretary

CALL TO ORDER

Mayor Houston called the meeting to order at 6:00 p.m.

CELEBRATING THE ARTS

Singer/songwriter Olivia Rose performed two of her musical compositions for Council.

SWEARING IN CEREMONY

Alderman Rothe was sworn in as Deputy Mayor for the term October 27, 2015 to February 22, 2016.

1. ADOPTION OF AGENDA

329-15(CS) Moved by Alderman Rothe that the agenda be adopted as presented.

Carried
2. BUSINESS ITEMS


330-15 (CS) Moved by Alderman McLean that the 2015 – 2016 Council and Committee of the Whole meeting dates be approved as presented.

Carried

b. Council Committee and Board Appointments 2015 – 2016

331-15 (CS) Moved by Alderman Baxter that the appointments for External Boards and Committees and Internal Boards and Committees for 2015 – 2016 be approved as presented.

Carried

ADJOURNMENT

332-15 Moved by Alderman Kesanko that the Organizational Meeting adjourn at 6:19 p.m.

Carried

_________________________________________

MAYOR

_________________________________________

RECORDING SECRETARY
### 2015 Regular Council
- November 2
- November 23
- December 14

### 2016 Regular Council
- January 11
- January 25
- February 8
- February 22
- March 14
- March 29 (Tuesday)
- April 11
- April 25
- May 9
- May 23
- June 13
- June 27
- July 18 – commencing at 3:30 p.m.
- August 15 – commencing at 3:30 p.m.
- September 12
- September 26
- October 11 (Tuesday)
- October 24 (Organizational/Regular)

### 2015 Committee of the Whole
- November 9, 10, 12 – Corporate Plan Review (Monday, Tuesday, Thursday) (Meeting Times – 4:00 p.m.)

### 2016 Committee of the Whole
- January 18
- February 16 (Tuesday)
- March 21
- April 18
- May 17 (Tuesday)
- June 20
- September 19
- October 17

---

**Meeting Schedule**

Meeting Times - 6:00 p.m.

held in the Council Chambers

315 Jespersen Avenue, Spruce Grove AB.
## 2015-2016
Council Committee and Board Appointments
External Boards and Committees

<table>
<thead>
<tr>
<th>BOARD OR COMMITTEE</th>
<th>APPOINTEE</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Region Board</td>
<td>Mayor Houston</td>
<td>Ald. McLean</td>
</tr>
<tr>
<td>Capital Region Board Housing Task Force</td>
<td>Stony Plain rep</td>
<td>Ald. Baxter</td>
</tr>
<tr>
<td>Capital Region Board Transit Committee</td>
<td>Ald. Turton</td>
<td>Ald. Steinburg</td>
</tr>
<tr>
<td>Capital Region Parkland Water Services Commission</td>
<td>Ald. Steinburg</td>
<td>Ald. McLean</td>
</tr>
<tr>
<td>Capital Region Waste Minimization Advisory Committee</td>
<td>Ald. McLean</td>
<td>Ald. Kesanko</td>
</tr>
<tr>
<td>Inter City Forum on Social Policy (appointed by the Mayor)</td>
<td>Ald. Steinburg</td>
<td>n/a</td>
</tr>
<tr>
<td>Inter-Municipal Collaboration Committee</td>
<td>Mayor Houston</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Ald. Turton</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CAO</td>
<td></td>
</tr>
<tr>
<td>Joint Use Committee</td>
<td>Ald. Kesanko</td>
<td>n/a</td>
</tr>
<tr>
<td>Meridian Foundation Management Board</td>
<td>Ald. Kesanko</td>
<td>n/a</td>
</tr>
<tr>
<td>Spruce Grove/Stony Plain Integrated Community Policing Advisory Committee</td>
<td>Ald. Rothe</td>
<td>Ald. McLean</td>
</tr>
<tr>
<td>Sturgeon River Watershed Management Plan Steering Committee</td>
<td>Ald. McLean</td>
<td>n/a</td>
</tr>
<tr>
<td>Tri-Municipal Leisure Centre Board</td>
<td>Ald. Rothe</td>
<td>Ald. Turton</td>
</tr>
<tr>
<td></td>
<td>2 Public Members</td>
<td></td>
</tr>
<tr>
<td>BOARD OR COMMITTEE</td>
<td>APPOINTEE</td>
<td>ALTERNATE</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Yellowhead Regional Library Board</td>
<td>Ald. Kesanko</td>
<td>Ald. Baxter</td>
</tr>
<tr>
<td>City Centre Business Improvement Association</td>
<td>Ald. Turton</td>
<td>Ald. Baxter</td>
</tr>
</tbody>
</table>
## Council Committee and Board Appointments
### Internal Boards and Committees

<table>
<thead>
<tr>
<th>BOARD OR COMMITTEE</th>
<th>APPOINTEE</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards of Excellence Review Committee</td>
<td>Ald. Kesanko</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Ald. Rothe</td>
<td></td>
</tr>
<tr>
<td>Economic Development Advisory Committee</td>
<td>Ald. Steinburg (Chair)</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Ald. Rothe</td>
<td></td>
</tr>
<tr>
<td>Horizon Stage Theatre Advisory Board</td>
<td>Ald. Baxter</td>
<td>Ald. Steinburg</td>
</tr>
<tr>
<td>Spruce Grove Public Library Board</td>
<td>Ald. Rothe</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>Ald. Kesanko</td>
<td></td>
</tr>
<tr>
<td>Spruce Grove Specialized Transit Service</td>
<td>Ald. Turton</td>
<td>Ald. McLean</td>
</tr>
<tr>
<td>Subdivision and Development Appeal Board (SDAB)</td>
<td>Ald. McLean</td>
<td>Ald. Rothe</td>
</tr>
</tbody>
</table>

**Standing Committees of Council** – Committee of the Whole – Mayor (Chair), all members of Council
Present:

Mayor Houston, and Aldermen Baxter, Kesanko, McLean, Rothe, Steinburg and Turton

Also In Attendance:

Robert Cotterill, City Manager  
Diane Goodwin, General Manager of Corporate Services  
Corey Levasseur, General Manager of Planning and Infrastructure  
David Wolanski, General Manager of Community and Protective Services  
Jennifer Hetherington, Manager of Corporate Communications  
Dave Walker, Manager of Economic and Business Development  
Debra Irving, Director of Planning and Development  
Ken Luck, Director of Recreation Services  
Susan Armstrong, Senior Planner  
David Towle, Planner  
Tania Shepherd, City Clerk  
Marj Bradshaw, Recording Secretary

CALL TO ORDER

Mayor Houston called the meeting to order at 6:20 p.m.

POPPY PRESENTATION

Council and Administration were presented with poppies to signify the commencement of the Royal Canadian Legion’s annual Remembrance Day campaign.

1. ADOPTION OF AGENDA

The following additions/amendments were made to the agenda:

Mayor Houston - Move Business Item 10.a. - Roundabout Westgrove Drive/ McLeod Avenue ahead on the agenda
City Manager - Add Closed Session Item 12.a. - Economic Development Initiative

333-15 (CS) Moved by Alderman Rothe that the agenda be adopted as amended.

Carried
2. ADOPTION OF MINUTES
   a. October 13, 2015 Regular Council Meeting Minutes and October 19, 2015 Committee of the Whole Meeting Minutes

   334-15 (CS) Moved by Alderman Steinburg that the October 13, 2015 Regular Council Meeting Minutes and the October 19, 2015 Committee of the Whole Meeting Minutes be approved as presented.

   Carried

3. PUBLIC HEARINGS
   a. C-934-15 Spruce Village Area Structure Plan Amendment and C-935-15 Land Use Bylaw Amendment for Lot 37, Block 5, Plan 082 0912

   Mayor Houston called the Public Hearing to order at 6:24 p.m.

   Murray Tippett of Veronica Hill came before Council to comment that he is opposed to the proposed amendments because there is very little existing commercial development in the Spruce Village area.

   Mayor Houston declared the Public Hearing closed at 6:33 p.m.

4. PRESENTATIONS
   a. Outstanding Achievement - Trap Shooter - Pan-Am Games


5. DELEGATIONS
   a. City Centre Revitalization Committee Update

   Victor Moroz and Diane Kereluk with the City Centre Revitalization Committee provided Council with an update on the work of the committee, progress made to date and plans going forward.

   335-15 Moved by Alderman Turton that the City Centre Revitalization report be received as information.

   Carried
b. **Spruce Grove Minor Hockey Association Presentation**

Christy Rake and Brenda Neville with the Spruce Grove Minor Hockey Association came before Council to discuss ice shortages in Spruce Grove.

**336-15**

Moved by Alderman Steinburg that the update from the Spruce Grove Minor Hockey Association be received as information.

Carried

Mayor Houston called for a recess at 8:11 p.m.

Mayor Houston reconvened the meeting at 8:20 p.m.

6. **PUBLIC QUESTION AND ANSWER PERIOD**

Pete Crawley of Westlake Drive came before Council to inquire about the traffic studies conducted for the proposed roundabout on McLeod Avenue and Westgrove Drive as well as snow removal, potential safety issues and the process for tracking public complaints.

Paul Prosser of Westlake Drive came before Council to inquire about plans to accommodate visually impaired pedestrians using the proposed roundabout on McLeod Avenue and Westgrove Drive and questioned the statistics provided for the traffic flow studies that have been conducted.

Brandon Dombroski of Lamplight Drive came before Council to inquire about plans for future construction of various roundabouts within the city and the evaluation process used for determining the suitability of a roundabout on McLeod Avenue and Westgrove Drive.

Don Tyson of Westlake Drive came before Council to inquire about the costs associated with the intersection analysis conducted at McLeod Avenue and Westgrove Drive, the total cost of the installation of a roundabout and also voiced concerns with traffic flow in the area.

Shirley Mapstone of Westlake Drive came before Council to inquire about traffic flow, the addition of traffic lanes in the area of McLeod Avenue and Westgrove Drive and asked if emergency services been involved in the consultation process for the design of the roundabout.

Murray Tippett of Veronica Hill came before Council to inquire if there will be delay in the installation of an alternate traffic control solution if Council does not approve the construction of a roundabout.
Council and Administration provided the residents with responses to their questions.

7. COUNCIL UPDATES

No Council Updates were provided.

8. ADMINISTRATIVE UPDATES

a. City Manager Updates

There were no City Manager Updates provided.

Business Item 10.a. was moved to this area of the agenda.

10. BUSINESS ITEMS

a. Roundabout Westgrove Drive/McLeod Avenue

337-15 (P&I) Moved by Alderman Baxter that Administration be directed to include an initiative for the detailed design and construction of a modern roundabout at the intersection of Westgrove Drive and McLeod Avenue as part of the recommended 2016 - 2018 Corporate Plan.

Carried

Mayor Houston called for a recess at 10:25 p.m.

Mayor Houston reconvened the meeting at 10:31 p.m.

9. BYLAWS

a. C-935-15 – Spruce Village Area Structure Plan Amendment

338-15 (P&I/CS) Moved by Alderman Kesanko that second reading be given to Bylaw C-934-15 - Spruce Village Area Structure Plan Amendment - Lot 37, Block 5, Plan 082 0912.

Carried

339-15 (P&I/CS) Moved by Alderman Steinburg that third reading be given to Bylaw C-934-15 - Spruce Village Area Structure Plan Amendment - Lot 37, Block 5, Plan 082 0912.

Carried
b. C-935-15 - Land Use Bylaw Amendment - Redistricting - Lot 37, Block 5, Plan 082 0912

340-15 (P&I/CS) Moved by Alderman Turton that second reading be given to Bylaw C-935-15 - Land Use Bylaw Amendment - Redistricting - Lot 37, Block 5, Plan 082 0912.

Carried

341-15 (P&I/CS) Moved by Alderman Baxter that third reading be given to Bylaw C-935-15 - Land Use Bylaw Amendment - Redistricting - Lot 37, Block 5, Plan 082 0912.

Carried

c. C-937-15 – Land Use Bylaw Technical Amendment - Amending Bylaw C-888-14 – Prescott Stage 4B

342-15 (P&I/CS) Moved by Alderman Kesanko that first reading be given to Bylaw C-937-15 – Land Use Bylaw Technical Amendment - Amending Bylaw C-888-14 – Prescott Stage 4B.

Carried

343-15 (P&I/CS) Moved by Alderman McLean that second reading be given to Bylaw C-937-15 – Land Use Bylaw Technical Amendment - Amending Bylaw C-888-14 – Prescott Stage 4B.

Carried

344-15 Moved by Alderman Rothe that consent be given to proceed with third reading of Bylaw C-937-15 – Land Use Bylaw Technical Amendment – Amending Bylaw C-888-14 – Prescott Stage 4B.

Unanimously Carried

345-15 (P&I/CS) Moved by Alderman Steinburg that third reading be given to Bylaw C-937-15 – Land Use Bylaw Technical Amendment - Amending Bylaw C-888-14 – Prescott Stage 4B.

Carried
d. C-932-15 - Pioneer Lands Area Structure Plan Amendment

346-15 (P&I/CS) Moved by Alderman Baxter that first reading be given to Bylaw C-932-15 - Pioneer Lands Area Structure Plan Amendment.

Carried

11. ACCEPTANCE OF INFORMATION ITEMS

a. Various Board and Committee Meeting Minutes

347-15 Moved by Alderman Turton that the various board and committee meeting minutes presented be accepted as information.

Carried

348-15 Moved by Alderman Baxter that Council go into Closed Session at 10:48 p.m.

Carried

12. CLOSED SESSION

Council went into Closed Session as permitted under the Freedom of Information and Protection of Privacy Act, RSA 2000, c.F-25 to discuss the following:

a. Economic Development Initiative

349-15 Moved by Alderman Rothe that Council come out of Closed Session at 10:58 p.m.

Carried

13. BUSINESS ARISING FROM CLOSED SESSION

350-15 (EBD) Moved by Alderman Turton that Administration be directed to enter into negotiations with Diamond Grove RV Campground subject to the conditions set in the report discussed by Council.

Carried
351-15
Moved by Alderman Kesanko that the Regular Meeting adjourn at 10:59 p.m.

Carried

______________________________
MAYOR

______________________________
RECORDING SECRETARY
Bylaws    Item #  9. a.

Regular Council Meeting Agenda
Meeting Date: 11/02/2015
Title: C-929-15 – Second Reading – Fees and Charges Bylaw - Goodwin
Department: Corporate Services

Recommendation
That second reading be given to Bylaw C-929-15 - Fees and Charges Bylaw.

Reasons for Recommendation
To pass a bylaw authorizing 2016 fees for administrative services, assessment complaints and utility rates, fines and penalties.

Background
The Fees and Charges Bylaw is scheduled for consideration from September through November. The extended period is intended to provide time for Council consideration and public awareness. Third reading is scheduled to take place at the same meeting that the corporate plan is to be adopted.

The recommended 2016 - 2018 Corporate Plan proposes a utility rate increase of 6.95 per cent in 2016 to meet the utility operating and capital costs. The impact on a household with an average monthly consumption of 16.5 cubic metres is $5.43 per month.

As per the Memorandum of Agreement, Parkland County was notified before September 30, 2015 of a rate increase to take effect on January 1, 2016. The notice to Parkland County was based on the rate introduced at first reading of the bylaw and did provide for the possibility that the rate could be amended.

Analysis
Utility rates are partially driven by the cost of purchasing water and processing wastewater. Water purchased from the Capital Region Parkland Water Services Commission is budgeted to be $1.49 per cubic metre in 2016 (13.74 per cent increase from 2015). Wastewater treatment by the Alberta Capital Region Wastewater Commission is budgeted to be $1.00 per cubic metre in 2016 (4.17 per cent increase from 2015).

In addition to water and wastewater costs, the utility rate increase reflects infrastructure maintenance and replacement, market cost of construction and maintenance of a surplus balance that meets minimum policy levels designed to meet operational requirements.
Other adjusted fees for 2016 are:

- Supply of water only to Parkland County increases from $2.728 to $2.918 per cubic metre;
- Supply of water and wastewater service for the purpose of new land development increases from $727 to $778 per hectare;
- Supply of wastewater service only increases from $20 to $21.39 per unit, per month;
- Electronic billboard advertising increases from $30 to $35 to realign with the cost to provide this service;
- Returned cheque fee increases from $35 to $36; and
- Tax certificate fee increases from $35 to $36.

No changes are proposed for the monthly waste management fees.

Utility revenue is used only for utility operations and utility capital work. Neither grants nor taxes are used to subsidize rates.

**Options/Alternatives**

For the rates to take effect on January 1, 2016, the bylaw needs to receive third reading by December 14, 2015.

**Consultation/Engagement**

Utility rates will be discussed in detail as part of the Committee of the Whole and Council corporate plan deliberations.

**Implementation/Communication**

A communication plan will be in place to advise customers of the rate increases. This plan will include advertisements in the Examiner, the City’s website, social media outlets and on the December utility bill which customers will receive prior to the end of 2015. The City will continue to work with utility customers by providing water conservation initiatives to assist with the rising costs.

Changes to bulk water rates will take effect January 1, 2016.

In accordance with the agreement between the City and Parkland County, written notice of rate increases was submitted 90 days prior to the effective date.

**Impacts**

**Strategic Vision Element:**
Where People Choose to Live - A dynamic city with an exceptional quality of life

**Related Goal:**
Citizens consistently express high levels of satisfaction with municipal services.

---

**Fiscal Impact**

**Financial Implications:**
The proposed increase to electronic billboard advertising is intended to address rising costs to provide the service. Revenue is estimated to increase by $1,300. The impact to revenue for the proposed $1 increase to returned cheque fees and tax certificates is estimated to be $3,400.

Attachments

C-929-15 Fees and Charges Bylaw
THE CITY OF SPRUCE GROVE

BYLAW C-929-15

FEES AND CHARGES BYLAW

WHEREAS, pursuant to the Municipal Government Act, R.S.A., 2000, c.M-26 and amendments thereto, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, under the authority of the Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto, a municipality has the power to enact bylaws for the purpose of operating a public utility;

AND WHEREAS, under the authority of the Municipal Government Act, and amendments thereto, the Council has the power to enact for the enforcement of bylaws including the imposition of fines and penalties;

AND WHEREAS, the City of Spruce Grove wishes to establish, in a bylaw, certain fees and charges and fines and penalties;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. GENERAL

1.1. All references in this bylaw shall be read with such changes in number and gender as may be considered appropriate according to whether the reference is made to a male or female, or a corporation or partnership.

1.2. Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

2. DEFINITIONS

2.1. This bylaw is called the “Fees and Charges Bylaw.”

2.2. “Act” means the Municipal Government Act, R.S.A., 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto.

2.3. “Application” means an application made by the customer to the City for the supply of utility services.

2.4. “City” means the City of Spruce Grove.

2.6. “Customer” means a person, firm partnership, corporation, or organization who has entered into a service account with the City for the supply of utility services, or who is the owner or tenant of any property connected to or provided with a utility.

2.7. “Disconnection” means the physical severing of a water utility service, or where services cannot be physically severed, an account can be deemed disconnected when a disconnection notice is delivered.

2.8. “Eco Centre” means the facility designated by the City to temporarily retain collected waste prior to disposal at the appropriate site. Waste may include but is not limited to garbage, recyclables, household hazardous waste, and organics. The Eco Centre is designed to complement the City’s curbside program while providing enhanced waste management services to all residents.

2.9. “Garbage” means discarded non-recyclable and non-organic material or waste of any kind which is permitted to be disposed of through the solid waste management systems as provided by the City.

2.10. “Interceptor” means a receptacle that is installed to prevent oil, grease, sand or other material from entering the City’s sewerage system.

2.11. “Meter” means meters and all other equipment and instruments supplied and used by the City to measure or calculate the amount of water consumed on a property serviced by the City water system.

2.12. “Organic Waste” means food waste, leaf and yard waste, boxboard, soiled and non-recyclable paper, branches and bushes, and other material of organic origin as designated by the City.

2.13. “Overstrength” means wastewater released to the sanitary sewer that is higher in concentration for one or more constituent concentrations defined by the Alberta Capital Region Wastewater Commission’s Wastewater Bylaw.

2.14. “Owner” means the registered owner of property in the City.

2.15. “Prohibited waste” includes matter designated as Prohibited Wastes by the Alberta Capital Region Wastewater Commission.

2.16. “Property” means a parcel of land including any buildings.

2.17. “Rates” means the tariff of charges for services as set out in Schedules A, B, C and D hereto.
2.18. “Service Account” means an agreement between a customer and the City for the supply of utility services which is non-transferable. A service account is considered active while utility services are being provided.

2.19. “Service Valve” means the valve (curb cock) on a water service pipe, located close to the property line, which is used to isolate the property’s water service from the rest of the City’s water distribution system.

2.20. “Tenant” means:
   a. A person who is permitted by the owner to occupy a property under a tenancy agreement;
   b. A person who is permitted to occupy a property under an assignment or sublease of a tenancy agreement to which the owner has consented; or
   c. An heir, assignee or personal representative of a person referred to in 1.14(a) or 1.14(b) above.

2.21. “Utilities” and “Utility Services” mean and include, as the context may require:
   a. The supply of water;
   b. The provision of wastewater collection and treatment; and
   c. The provision of waste management services including garbage collection and disposal, organic waste collection, and recycling services.

2.22. “Wastewater” means sewage or a combination of water carried wastes from all buildings in the City and without limiting the generality of the foregoing, including residences, business buildings, institutions, and industrial establishments.

2.23. “Water Utility” means the system of water works owned and operated by the City and all accessories and appurtenances thereto.

3. APPLICATION

3.1. This bylaw establishes rates, fees and charges for certain goods and services provided by the City, and provides for the imposition of fines and penalties for certain offences.

4. ADMINISTRATIVE FEES

4.1. The fees payable by persons accessing administrative services are those fees set out in Schedule A – Administrative Fees.
5. **ASSESSMENT COMPLAINT FEES**

5.1. The fees payable by persons wishing to make an assessment complaint or be involved as a party in a hearing by an assessment review board are those fees set out in Schedule B – Assessment Complaint Fees.

5.2. Any complaint filing fee must be refunded to the complainant if:

   a. A complainant withdraws a complaint on agreement with the assessor to correct any matter or issue under complaint; or

   b. The assessment review board makes a decision in favour of the complainant; or

   c. The assessment review board makes a decision that is not in favour of the complainant, but on appeal the Court of Queen’s Bench makes a decision in favour of the complainant.

6. **REQUEST FOR INFORMATION FEES**

6.1. Requests for information that do not fall under the *Freedom of Information and Privacy Act*, R.S.A. 2000, c. F-25 as amended, but do require City staff effort to locate, retrieve, reproduce or otherwise process shall be billed to the applicant at the rates established under Schedule 2 to the *Freedom of Information and Protection of Privacy Regulation*, A.R. 186/2008, as amended.

7. **UTILITY SERVICES FEES**

7.1. **Utility Fees**

   a. Utility service rates are set in accordance with regulations and standards established by the Alberta Utilities Commission. The fees, fines and penalties payable by persons accessing utility services are those fees set out in Schedule C – Utility Fees, Fines and Penalties.

   b. In addition to fees established under clause 7.1(a) above, the monthly fees payable by a customer where sewage from that customer’s property contains one or more constituents that exceed specified overstrength limits are those fees set out and adjusted from time to time by the Alberta Capital Region Wastewater Commission. Customers and other offending parties, such as those who gain access to the sewer system through public manholes, shall also be responsible for costs related to obtaining samples and testing for overstrength.
sewage. Such costs shall be considered a debt owing to the City.

c. The City may provide custom utility services, at the request of the customer, on a cost-recovery basis. The fees payable by persons accessing these services are those fees set out Schedule C.

7.2. Obtaining Utility Services

a. A customer wishing to obtain utility services from the City must contact the City to arrange for the establishment of services. In the absence of an application deemed acceptable by the City, a utility service will be placed in the owner’s name.

b. The City may refuse to supply utilities to:

   (i) A customer who has an outstanding utility account balance with the City; or

   (ii) A tenant who has had utility services disconnected for non-payment three times after January 1, 2010; or

   (iii) A tenant at a property where three previous tenants of the same landlord have an outstanding utility balance. The charges must have been levied after January 1, 2010.

c. The customer shall be responsible for all utility charges levied against the account until the City is notified of account closure.

d. Should the customer wishing to obtain utility services be a tenant, rather than the owner of the property, the following additional conditions apply:

   (i) A non-interest bearing deposit, as outlined in Schedule C, must be submitted with the completed application form; and

   (ii) A copy of the lease agreement must be submitted with a completed application form; and

   (iii) The tenant’s written authorization to release information about utility account payments to the property owner must be included with a completed application form; and

   (iv) The owner of the property shall be responsible for the division of utility fees between tenants.
7.3. Billing and Overdue Accounts

a. Utility billing shall be issued on a monthly basis.

b. A utility bill shall be presumed received:
   (i) Seven (7) days from the date of mailing if mailed to an address in Alberta; or
   (ii) Fourteen (14) days from the date of mailing if mailed to an address outside Alberta.

c. The City shall maintain the following utility collection process:
   (i) Utility charges are due upon receipt of the utility bill.
   (ii) Twenty-one (21) days after mailing of the utility bill, the penalty for late payment shall be levied, and a notice shall be mailed to the customer.
   (iii) Thirty-five (35) days after mailing of the utility bill, the City shall have the right to deliver a disconnection notice to the site if utility arrears are $100 or more.
   (iv) Three (3) business days after delivery of the disconnection notice, the City shall have the right to disconnect utility services to a site if utility arrears are $100 or more.
   (v) Upon disconnection, the City shall levy charges for disconnection of utility services and for an additional tenant’s deposit, if applicable, in accordance with Schedule C.
   (vi) Applicable utility charges shall continue to be levied after services have been disconnected.
   (vii) Alternative collection procedures may be authorized by the City Manager.

d. The City shall have the right to discontinue providing utility services to those sites with overdue accounts.
   (i) A notice shall be mailed to an owner when a disconnection notice is delivered to a tenant site.
   (ii) A previous tenant’s utility arrears are not required to be paid in order to open an account in the name of the owner.
e. At the discretion of the City, as provided for under Section 553 of the Act, any outstanding utility account balance may be transferred to the property tax account of the utility service site.

f. Once services have been discontinued or disconnected, the outstanding utility account balance and reconnection service charge specified in Schedule C must be paid prior to the City re-establishing service to the customer or owner of the property to which service has been discontinued. At the discretion of the City, a reasonable payment plan may be accepted.

7.4. Termination of Utility Services by Customer

a. To terminate utility services, a customer must submit written authorization to the City including a possession transfer date and forwarding address. A final reading will be taken and the customer is required to pay the final bill. Where written authorization to terminate utility services is not provided, and a final reading is not performed, the City reserves the right to estimate charges on a per diem basis for billing to the previous customer and the new customer.

b. Disconnection of water utilities terminated by the customer shall be scheduled for the first business day of the week. This schedule may be altered at the discretion of the City.

7.5. Termination of Utility Services by City

a. The City may discontinue the supply of all utility services for any of the following reasons:

   (i) Non-payment of any utility accounts;

   (ii) To accommodate repairs to any part of the distribution system;

   (iii) Lack of water supply;

   (iv) Where in the opinion of the City, leakage on private property constitutes a waste of water;

   (v) Inability of the City to obtain access to a property to read, repair, replace, or perform maintenance on any meter after ten (10) business days following written notification for access to the property owner and customer;
(vi) Failure by, or refusal of, a customer to comply with any provision of this bylaw or the Municipal Utility Services Bylaw;

(vii) Failure by, or refusal of, a customer to comply with any provisions of the Safety Code Act, R.S.A. 2000 c. S-1, as amended and Building Code Regulation, A.R. 117/2007, as amended, or any provincial acts and regulations;

(viii) Where the customer is a tenant, at the owner’s written request to have the services discontinued. The request must state that the Residential Tenancies Act, S.A. 2004, c. R-17.1 as amended will not be violated if service is terminated; or

(ix) In any other case provided for in this bylaw or the Municipal Utility Services Bylaw;

and in such event, the City, its officers, employees or agents shall not be liable for any damages of any kind from such discontinuance of service.

8. EFFECTIVE DATE

8.1. This bylaw shall come into force and effect January 1, 2016.

First Reading Carried September 28, 2015
Second Reading Carried
Third Reading Carried
Date Signed

__________________________________________
Mayor

__________________________________________
City Clerk
### SCHEDULE A - ADMINISTRATIVE FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Administration Fee</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Photocopy or Fax (per page)</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td><strong>COMMUNITY SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Billboard Advertising</td>
<td>$30.00</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>RCMP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Confirmation</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Additional Motor Vehicle Accident Report</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Employee Security Clearance Check</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Volunteer Security Clearance Check</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>FINANCIAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returned Cheque</td>
<td>$35.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Customer Account Summary</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Payment Transfer Fee (Fee waived first occurrence)</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>PROPERTY TAX</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Roll Inspection (first 1/2 hr)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Assessment Roll Inspection (per 1/2 hr)</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>(After first 1/2 hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage Administration Fee (per tax roll)</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Tax Certificate</td>
<td>$35.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Tax Recovery Related to Land</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Tax Recovery not Related to Land</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
## SCHEDULE B - ASSESSMENT COMPLAINT FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential 3 or fewer dwellings and farm land</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Residential 4 or more dwellings</td>
<td>$650.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Non-residential</td>
<td>$650.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Tax Notices</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Equalized Assessments</td>
<td>$650.00</td>
<td>$650.00</td>
</tr>
</tbody>
</table>
## SCHEDULE C - UTILITY FEES, FINES, AND PENALTIES

<table>
<thead>
<tr>
<th>TENANT’S DEPOSIT</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account opened prior to January 1, 2010</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Account opened on or after January 1, 2010</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Additional deposit for customer who has had utility services disconnected or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>discontinued due to non-payment (after January 1, 2010)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First disconnection</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Second disconnection</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

### WATER AND WASTEWATER SERVICES

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply of water and wastewater services (per m³)</td>
<td>$4.739</td>
<td>$5.068</td>
</tr>
<tr>
<td>Supply of water only to The County of Parkland No. 31 (per m³)</td>
<td>$2.728</td>
<td>$2.918</td>
</tr>
<tr>
<td>Supply of wastewater service only (per unit, per month)</td>
<td>$20.00</td>
<td>$21.39</td>
</tr>
<tr>
<td>Supply of water and wastewater service for the purpose of new land development for</td>
<td>$727.00</td>
<td>$778.00</td>
</tr>
<tr>
<td>mandatory disinfecting or flushing of new water and sewer prior to placing system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>into full service (per ha)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disconnection of utility services</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>After-hours reconnection of utility services</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Owner request for water meter test</td>
<td>N/A</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Service Description</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>WASTE MANAGEMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Household 240-litre black waste cart, blue bag, and organic waste collection (per month)</td>
<td>$28.50</td>
<td>$28.50</td>
</tr>
<tr>
<td>Household 120-litre black waste cart, blue bag, and organic waste collection (per month)</td>
<td>$25.25</td>
<td>$25.25</td>
</tr>
<tr>
<td>Spruce Grove Eco Centre disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic waste (up to 3 cubic meters, loads over 3 cubic meters not accepted)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Garbage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bagged household waste (per bag, up to 4 bags)</td>
<td>$2.75</td>
<td>$2.75</td>
</tr>
<tr>
<td>1 cubic meter (½ level truck box)</td>
<td>$17.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>2 cubic meters (level truck box)</td>
<td>$34.00</td>
<td>$34.00</td>
</tr>
<tr>
<td>3 cubic meters (heaping truck box)</td>
<td>$51.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>Small items (per item)</td>
<td>$ 5.00</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Sofas (one piece, per item)</td>
<td>$17.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Love seat (per item)</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Chair (per item)</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Sofa bed (per item)</td>
<td>$17.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Box spring/mattress (per set)</td>
<td>$21.00</td>
<td>$21.00</td>
</tr>
<tr>
<td>Appliances requiring CFC removal (per item)</td>
<td>$16.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Appliances (non-CFC)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste, e.g. wood, drywall, shingles, etc. (per cubic meter)</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>E-waste</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV’s, CPU’s, monitors, etc.</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td><strong>Blue Bag Recyclables</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Metals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBQ, shelves, etc.</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td><strong>Cardboard (flattened corrugated only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tires</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger tires (39 inch diameter or less)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Industrial tires or tires over 39 inches in diameter</td>
<td>Not accepted</td>
<td>Not accepted</td>
</tr>
<tr>
<td><strong>Hazardous Waste</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals, paint, etc.</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td><strong>Propane Tanks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 20 lbs</td>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td>20 lbs or larger</td>
<td>$3.50</td>
<td>$3.50</td>
</tr>
</tbody>
</table>
**Schedule C (continued)**

### CUSTOM SERVICES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-hours service call (minimum $75.00)</td>
<td>Actual cost</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Sewerage service line backup investigation deposit</td>
<td>$550.00</td>
<td>$550.00</td>
</tr>
<tr>
<td>Investigative services where failure or interference are found to lie within property of the owner (less $550.00 deposit)</td>
<td>Actual cost</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Investigative services where failure or interference are found to lie within City property ($550.00 deposit refunded)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Temporary termination or disconnection</td>
<td>Actual cost</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Repair to private utility services using contracted services or City resources</td>
<td>Actual cost</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Installation of water meters</td>
<td>Actual cost</td>
<td>Actual cost</td>
</tr>
</tbody>
</table>

### FINES AND PENALTIES

<table>
<thead>
<tr>
<th>Fine Description</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late payment penalties for overdue utility accounts (monthly compounding rate)</td>
<td>2.50%</td>
<td>2.50%</td>
</tr>
<tr>
<td>Contamination of Truck Fill Station</td>
<td>$3000.00</td>
<td>$3000.00</td>
</tr>
<tr>
<td>Operation of a service valve (Curb Cock, CC, etc.)</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Tampering with, interfering with, or obstruction of valves and/or hydrants</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Tampering with or damaging water meter and/or remotes</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Bypassing a meter</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Release of prohibited waste into sewage system</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Failure to produce interceptor records</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Loitering and scavenging at or from Eco Centre</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to properly dispose of solid waste materials at the Eco Centre</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Failure to vacate the Eco Centre after being directed to do so by the facility attendant</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Disposing of solid waste material on public property</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Disposing of recyclable material on public property</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Repeated inclusion of unacceptable material in the organic collection</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
Regular Council Meeting Agenda
Meeting Date: 11/02/2015
Title: Tour of Alberta - Wolanski
Department: Community & Protective Services

Recommendation
That the report from administration on the Tour of Alberta be received as information.

Reasons for Recommendation
Administration felt it was important to provide Council with information on the 2015 event in regards to original budget projections, actual costs, staffing resources, and other matters.

Background
The City of Spruce Grove purchased the right to host the Tour of Alberta (TOA), Stage 5 Finish on Sunday, September 6. In its third year of operation, the Tour of Alberta committed to creating a route that incorporated mountain terrain in addition to prairie landscapes. In addition to Spruce Grove’s proximity to Edmonton, where the final stage was being held, Spruce Grove is home to Ryan Anderson, top Canadian Rider in the 2014 Tour of Alberta and 5th overall.

As per the host agreement, a Local Organizing Committee (LOC) was struck to mirror the organization of Medalist Sports, the cycling event professionals overseeing the event. The LOC consisted of City of Spruce Grove staff, Town of Stony Plain staff and community members. The LOC coordinated a community festival complete with activities, entertainment, product and food vendors. The festival was extremely well coordinated by the organizing committee with activities for all ages and interests. The focus revolved around cycling, yet tried to include something for everyone.

Analysis
The day of the event turned out to be a cold, wet and miserable day with rain showers throughout and a high of five degrees. The organizers prepared for more than 10,000 participants; however, approximately 1500 enthusiastic people braved the rain and cold to take in the festival and finish. The majority of vendors also braved the poor weather; however, return on investment was minimal, especially for food vendors.
As most of us know, when the cyclists hit Spruce Grove, the first rider made the correct turn onto McLeod Avenue but the next rider erroneously went straight on Jennifer Heil Way which was deemed the exit point for emergency vehicles who were not to be on the internal two lap route. Unfortunately, the peloton followed this rider despite flaggers and marshals frantically waving to keep them on track. At that point, the race was essentially over. One rider completed one of two laps and was declared the winner, a second rider also correctly made the turn and was declared to have finished in second place. The peloton casually rolled into the finish area where the race stage was deemed “neutral”. Disappointment and astonishment overwhelmed the fans and LOC. The longest ride of the Tour (206 km) ended without the fanfare desired. It was later determined the mistake was rider error and not the LOC’s responsibility.

The LOC did have some concerns throughout the planning and execution of the event in working with the TOA. As one can imagine, there are several moving parts to an event of this magnitude which can cause delays in meeting deadlines and other operational issues that the LOC felt could have made for a more positive event. After race day, the Local Organizing Committee convened one last time to address and suggest recommendations for events such as this in the future.

The benefits of hosting this event (media coverage, tourism impact, etc) is debatable. Despite the global reach of the event through television and other forms, the return on investment from a tourism aspect are perceived as negligible, while the event for the small cycling community of the region proved to be the best reward. With the number of staff and volunteer hours, as well as cash investment into the event, the LOC believes that the impact on administrative staff must be taken into account when deciding to allocate fees for events of this nature. This may lead to a requirement for additional cash investments for event staff contract work to minimize the impact on existing staff.

TOA officials commented regularly how Spruce Grove, with help from our partners, was one of the most organized and positive communities they have worked with in the Tour’s existence. Overall, the event was a success in bringing the tri-region together as an event hosting group, but as a community building or tourism exercise, the TOA did not live up to original expectations. Some of this was as a result of the weather.

**Options/Alternatives**

The Tour of Alberta recently approached administration and Mayor Houston about returning to Spruce Grove for 2016. Several logistical and operational discussions have taken place to the point where returning to Spruce Grove and other areas in the northern part of Alberta are a real possibility. At this time the Tour has included Spruce Grove as a tentative finish stage host until such time as the City informs them otherwise.

Administration had not included any initiative in the 2016-2018 recommended Corporate Plan to host the Tour of Alberta again in 2016. It was originally understood that the Tour would be looking at a southern route and thus would not consider northern communities. As mentioned above, this has changed somewhat and the Tour would like to return to Spruce Grove.

After careful consideration of all factors, administration is not recommending hosting the
event again in 2016 and thus will not be including any initiative in the list of amendments to the 2016-2018 Corporate Plan for some of the following reasons:

- The event requires a great deal of staffing resources and does limit their capacity in regards to existing responsibilities as well as any new initiatives planned for the coming year.
- Anticipated difficulty in getting regional support again.
- The expectation would be for much higher costs in 2016 due to the fact that administration would require additional contract dollars for staffing resources and the likelihood that regional partners may not contribute financially or administratively again in 2016.
- As has been communicated on a number of occasions to Council, the upcoming budget has a number of priorities and challenges that must be considered and adding the costs associated with the Tour of Alberta would limit or take away from some of those other priorities.
- The return on investment, especially in light of other priorities, may not be enough to warrant participation again so soon. Future years may warrant further consideration.

As always, should Council have the desire to do the event again the decision is theirs and a Corporate Plan amendment could be considered. Administration would estimate that the $150,000 net expense in 2015 would have to be increased to a minimum of $250,000-$275,000 (net) with the anticipated reductions in regional support and requirement for more human resources to execute the event without taxing existing staff in the same manner.

Consultation/Engagement

Regional cooperation with the RCMP, Enforcement Services, Fire Services, Alberta Health Services, Public Works Departments and municipal staff was outstanding. Regular meetings were held with all stake holders and various departments took the lead on their areas of expertise. The event did provide an opportunity to work closely with our regional partners on the execution of the event. Both Stony Plain and Parkland County provided financial assistance and other resources. Stony Plain was an active participant on the LOC.

The Volunteer Coordinator hired for Canada Day was extended to cover the TOA event. Eleven Volunteers were involved with the LOC, these volunteers were highly committed to the event, providing fresh ideas, energy and enthusiasm for the community and event.

In total, 159 volunteers were recruited for the day of the event, 91 Course Marshals, 32 for the festival and the remainder working in specialty areas for the TOA. 1599 hours were logged by volunteers for this event including those on the day of, and on the LOC. The TOA hosted a Volunteer Orientation prior to the event. An additional orientation was hosted for course marshals by the Event Manager, Volunteer Coordinator and RCMP.

More than 3000 students in PSD 70 and Evergreen School Division attended presentations by the Community Education & Outreach Committee.
Implementation/Communication
Following the report being received for information by Council, and subject to any potential changes or desire from Council to participate again in 2016, administration would contact the Tour to inform them of our plans and that future years beyond 2016 may be considered.

Impacts
The Tour of Alberta is seen by millions of people around the globe on television and through other forms of communication. The impact that this may have on Spruce Grove directly is always difficult to determine. Alberta as a whole, particularly this year with Jasper hosting a stage, stands to benefit greatly from this exposure. The local/regional impact for 2015 was minimized due to the weather and reduced turnout. Despite the unfortunate ending to the stage, Spruce Grove cannot deny that we received a lot of additional exposure due to this fact. Evaluating that impact and the impact overall is always difficult.

Certainly the greatest impact was on staffing resources and responsibilities as mentioned later when highlighting the fiscal impact.

Strategic Vision Element:
Where People Choose to Raise a Family - A leading recreation, leisure and sports community

Related Goal:
Spruce Grove has a healthy population that is actively engaged in leisure and recreation.

Fiscal Impact

Financial Implications:
Original Budget
Expenses - $250,000 (including $150,000 rights fee)
Revenue - $50,000

Net Expense - $200,000

Actual Budget
Expenses - $220,200
Revenue - $70,346 (including $30,000 each from SP and PC)

Net Expense - $149,854

Total Under budget $50,146

Beyond the straight financial investment, there were significant hours spent by City staff in the planning and execution of the event. These are estimated to include:

Cultural Services - 500 hrs
Corporate Communications - 350 hrs
Protective Services - $12,000-$15,000 in staffing costs
Public Works - 1250 hrs
City Clerk’s Office (risk management) - 50 hours

Attachments

No file(s) attached.
Regular Council Meeting Agenda
Meeting Date: 11/02/2015
Title: Reassigning Grants - Goodwin
Department: Corporate Services

Recommendation
That the City apply to the Government of Alberta to reassign historical grants from development projects to municipal projects.

Reasons for Recommendation
By reassigning certain historical grants, Municipal Sustainability Initiative funds can be made available to finance future municipal projects.

A multi-step process has been developed to reassign certain historical grants from development projects to municipal projects.

Background
Some grants dating back to 2006 under various programs have been used to temporarily fund development projects. When some projects were undertaken there were insufficient developer contributions on-hand to finance the construction. The current balance of developer contributions is now able to fund these historical developer projects.

It is possible to free up $10,000,000 to $15,000,000 for future municipal projects by reassigning historical grants. The process of reassigning grants has been developed through extensive consultation with legal counsel, auditors, and the Province. This work has been sufficiently developed and reviewed and it is now ready for Council's consideration.

With Council's approval, the City will work with the Province to revise grant applications and ensure the change is appropriately adjusted in the financial records.

Analysis
Not applicable.

Options/Alternatives
That Council refer the matter to Administration for further consideration.

Consultation/Engagement
Reassigning historical grants is an unusual process. Extensive consultation spanning more than a year was undertaken to ensure that reassigning grants was well documented and would be supported by the Province.

Legal counsel has been consulted throughout the process. A consultant was engaged to evaluate historical grant funded projects and the consultant identified $17,000,000 in grant funds that might be reassigned. Some grant funds were noted as potentially difficult to reassign because of older and more restrictive grant programs. Early discussions with the Province about the grant reassignment were encouraging.

The City auditors reviewed the project and recommended a change in accounting for developer levies. City staff implemented the change in accounting policy and included it in the 2014 audited financial statements.

Engineering staff have updated the developer levy rate model and confirmed that reassigning grants has no impact on developer levy rates. The calculation of developer levy rates has always included the historical developer projects that were funded by grants.

At a recent meeting with legal counsel, auditors, the Province and City staff all questions were addressed to the satisfaction of everyone in attendance. The Province is awaiting Council's approval to revise the grant applications.

**Implementation/Communication**

The amount and timing of funds available for future projects depends on the processing of applications under various grant programs administered by Alberta Transportation and Alberta Municipal Affairs. The application processing is expected to be completed by the Province in 2015 and 2016.

**Impacts**

The work to reassign grants involves the following steps:

**Step 1: Reassign Historical Grants**

Offsite road, sewer and parks projects have been funded under a variety of grant programs. These projects are also eligible for funding from developer contributions.

- Alberta Municipal Infrastructure Program: $9,200,000 in roads and sewer projects
- Basic Capital Grant, Basic Municipal Transportation Grant, and the Federal Gas Tax Fund: $4,300,000 in roads projects
- Municipal Sustainability Initiative: $3,500,000 in offsite road and park development projects

To reassign the grants, the Province has advised the City to 'un-fund' these historic development projects and apply to fund current projects.

**Step 2: Free Up MSI from Current Projects**
Analysis of capital projects and discussions with the Province indicate that historical grants are best reassigned to the public works facility and the recreation facility under construction. Considerable MSI would then be freed from the public works and recreation facility projects and would be available for future municipal projects.

**Step 3: Use MSI for Future Projects**

The future use of the available MSI funds would be determined by Council through the 2017-2019 Corporate Plan deliberations.

**Strategic Vision Element:**
This topic relates to all three of the City’s strategic vision elements contained in Council’s Strategic Plan

**Related Goal:**

n/a

---

**Fiscal Impact**

**Financial Implications:**
When the work is completed, the City will have additional grant funds of $10,000,000 to $15,000,000 for municipal capital projects.

In the year that the Province approves the reassignment of grants, the balance of deferred developer contributions would decrease and the balance of deferred grant funds would increase. The grant funds would continue to be recorded as deferred grants until they are used for a capital project.

---

**Attachments**

No file(s) attached.
Regular Council Meeting Agenda
Meeting Date: 11/02/2015
Title: Spruce Grove Public Library Board Appointment - Wolanski
Department: Community & Protective Services

Recommendation
That Tricia Featherstone be appointed to the Spruce Grove Public Library Board to complete the term expiring December 31, 2017.

Reasons for Recommendation
To appoint Tricia Featherstone to the Spruce Grove Library Board.

Background
The Spruce Grove Public Library Board is recognized as a Management Board under Bylaw No. 327 of the City of Spruce Grove and is governed by the Alberta Libraries Act. The Spruce Grove Library Board consists of no more than 10 members, two of which may be members of Council. The Board currently operates with six members of the public and two City Aldermen.

The term of the Board shall normally begin in January and extend for a period of three years. An exception to this occurs when a member is appointed by Council to complete the term of a member who leaves the Board before his/her term expires.

Library Board appointments are for three (3) year terms with a rotation of three member's terms expiring each year. A member of the municipal board is eligible to be reappointed for only two additional terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than three consecutive terms.

Analysis
N/A

Options/Alternatives
N/A

Consultation/Engagement
Spruce Grove Public Library Board meeting minutes of October 20, 2015 -

4. Business Arising from the Minutes

Motion 085L-15: T. Slater MOVED that Tricia Featherstone's name be put forth as a City of Spruce Grove Library Board Trustee. CARRIED.

Implementation/Communication
N/A

Impacts
N/A

Strategic Vision Element:
Where People Choose to Live - A dynamic city with an exceptional quality of life

Related Goal:
Spruce Grove has a well-balanced arts and culture environment that reflects the interests and needs of the community.

Attachments
Spruce Grove Public Library Board Membership Listing
# City of Spruce Grove Library Board Terms

<table>
<thead>
<tr>
<th>Terms January 1 - December 31</th>
<th>Appointed</th>
<th>End of Term</th>
<th>Term #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Mastaler</td>
<td>2011</td>
<td>2016</td>
<td>1*</td>
</tr>
<tr>
<td>Tom Slater</td>
<td>2011</td>
<td>2015</td>
<td>1*</td>
</tr>
<tr>
<td>Nicole Merrifield</td>
<td>2013</td>
<td>2015</td>
<td>1*</td>
</tr>
<tr>
<td>Jeff Nixon</td>
<td>2013</td>
<td>2016</td>
<td>1*</td>
</tr>
<tr>
<td>Rudy Zacharias</td>
<td>2015</td>
<td>2017</td>
<td>1</td>
</tr>
<tr>
<td>Grant Crawford</td>
<td>2015</td>
<td>2017</td>
<td>1</td>
</tr>
<tr>
<td>Tricia Featherstone - pending</td>
<td>2015</td>
<td>2017</td>
<td>1</td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
<td>2016</td>
<td>*</td>
</tr>
<tr>
<td>Wayne Rothe - Council</td>
<td>2011</td>
<td>2016</td>
<td>-</td>
</tr>
<tr>
<td>Bill Kesanko - Council</td>
<td>2011</td>
<td>2016</td>
<td>-</td>
</tr>
</tbody>
</table>

* initially appointed to complete a vacant term.
** Council approval to serve additional term
Information Items          Item #   11. a.

Regular Council Meeting Agenda
Meeting Date: 11/02/2015
Title: Various Board and Committee Meeting Minutes
Department: Corporate Services

Recommendation
That the various board and committee meeting minutes presented be received as information.

Reasons for Recommendation
To provide Council with information on the recent activities of the various boards and committees.

Background

Analysis

Options/Alternatives

Consultation/Engagement

Implementation/Communication

Impacts

Strategic Vision Element:
Related Goal:

Attachments
September 15, 2015 Library Board Meeting Minutes
SPRUCE GROVE LIBRARY BOARD MEETING

The City of Spruce Grove Library Board Meeting
September 15, 2015 7:00 p.m.
Spruce Grove Public Library

Members Present:
Brad Mastaler       Tom Slater       Nicole Merrifield       Rudy Zacharias
Jeff Nixon          Grant Crawford   Bill Kesanko            Wayne Rothe (entered meeting at 8:29PM)

Regrets:
Guest: Tricia Featherstone
Also Present: Tammy Svenningsen, Director    Leanne Mygglund-Carter, Board Secretary

1. Call Meeting to Order
   B. Mastaler called the meeting to order at 7:01 p.m. and confirmed that the recording had commenced.

2. Introduction of Guests:
   B. Mastaler introduced Tricia Featherstone, a prospective Trustee who has applied to join the Board.

3. Approval of Minutes of June 16, 2015

068L-15 G. Crawford MOVED to approve the June 16, 2015 minutes as presented.
   CARRIED

4. Approval of Agenda

4.1 Consent Calendar (Separate Document)
   The consent calendar was accepted as information and no items were added to the agenda.

4.2 Additions and Deletions to the Agenda

069L-15 T. Slater MOVED to approve the agenda as amended to include items 5.11 Trustee Learning and
   5.12 FOIP Workshop.
   CARRIED

5. Business Action Items

5.1 New Organizational Chart
T. Svenningsen presented the new SGPL Organizational Chart that has been restructured to increase capacity of
Senior Managers to provide support to the Board and leadership to the staff, and improve the supervising and
staffing in all areas of the library in response to the 2015-2018 Plan of Service.

070L-15 N. Merrifield MOVED to approve the SGPL Organizational Chart as presented.
   CARRIED

5.2 Bylaw Update (schedule C) – Borrower’s Card Fee
T. Svenningsen presented the changes to Schedule C – Borrower’s Card Fee and clarified that this motion (and
in items 5.3 and 5.4) is just a schedule change and not a Bylaw change. This update removes 1. the fee amounts
for local residents (for whom cards are now free) and 2. A specified age of issue of cards to children.
071L-15 T. Slater MOVED that Bylaw Schedule C – Borrower’s Card Fee be approved as presented.

CARRIED

5.3 Bylaw Update (schedule D) – Loan Periods & Borrowing Guidelines for Video Games
T. Svenningsen presented the changes to Schedule D – Loan Periods & Borrowing Guidelines for Video Games and explained that a full collection of video games has now been established making an increase to borrowing time from 1 – 2 weeks and increase number of video games per card from 1 – 2 both manageable for SGPL and more appropriate for SGPL patron use and demand.

072L-15 R. Zacharias MOVED that Bylaw Schedule D – Loan Periods and Borrowing Guideline be approved as presented.

CARRIED

5.4 Bylaw Update (schedule F) – Other Fines & Charges for 3D Printing
T. Svenningsen presented the changes to Schedule F – Other Fines & Charges for 3D Printing and explained that this change results from the availability of new filaments such as copper, wood and glow-in-the-dark that would have a higher purchase price and therefore require a higher price range to accurately charge patrons using the cost recovery formula. G. Crawford enquired about schedules and bylaws, and B. Mastaler and T. Svenningsen explained that as per current policy, these schedule changes do require Board approval but not the three readings by Council as do bylaws. B. Mastaler also stated that some policies such as Job Descriptions and Org Charts will be reviewed by the Policy Committee.

073L-15 J. Nixon MOVED that the “3D Printing” row of the Service Fee Schedule in Bylaw Schedule F be approved as presented.

CARRIED

5.5 Recognition of Service
B. Mastaler recommended that recognition be extended T. Cole, G. Jensen and E. Blewett, and that they receive an official letter of thanks at the next Board meeting.

074L-15 G. Crawford MOVED to accept the motion as presented by Administration to the October 20, 2015 meeting.

CARRIED

5.6 Board Google Site
B. Mastaler explained that the Board Google site (an online collaboration tool that was in trial mode with the intention to streamline the working documents, public documents, and calendars) will remain status quo until Office 365 Share Point that YRL is currently licensing becomes available. T. Svenningsen introduced the idea of using an integrated calendar to know one another’s availability and also creating a repository for all Board documents and links; this would reduce the amount of emails being sent and ensure the most current documents are being used and viewed.

5.7 Finance Committee
R. Zacharias announced that he is now the Finance Committee Chair, and he spoke to the September 15, 2015 Finance Presentation to CoSG. Feedback and suggestions from other Board Trustees in attendance included: 1. Have a photo of the Board on one of the slides; 2. Ensure that any handouts are also available for the media and the public before the presentation begins; 3. Emphasize SGPL benefits to the voters and providing the service that Spruce Grove residents want; 4. Images effectively tell the SGPL story; and 5. keep future presentations as
positive as this one. B. Mastaler commended R. Zacharias, G. Crawford, T. Svenningsen, and L. Myggland-Carter for creating such a successful presentation.

B. Mastaler will meet with R. Zacharias and G. Crawford to review the current Parkland County Library Board’s funding formula and provide a letter to the Spruce Grove Mayor and Council that provides a clear and concise summary of how the County uses and distributes their provincial library funding; outlines the Board’s plan to work with the County for equitable funding; and proposes how the City can help.

5.8 Policy-HR Committee
J. Nixon, B. Mastaler and T. Svenningsen will meet to explore how to streamline the policy update process.

5.9 Advocacy Committee
T. Slater reviewed the goals of this committee and reminded the committee of the premises that this committee was develop upon. He established that in October, they will draft plan for the Board and then in November, a plan to be approved by the Board. B. Mastaler suggested that the October 8 advocacy workshop opportunity be opened up to the entire Board—all members will receive the registration information from L. Myggland-Carter.

5.10 Board Calendar Review/Update
B. Mastaler reminded Trustees to submit their reports for the next meeting by October 12th and also to check their mail slots regularly. T. Slater and G. Crawford confirmed they are both attending the YRL Conference on September 18.

5.11 Trustee Learning
B. Mastaler requested that the Board use the ALTA website regularly and watch one 5-10 minute video per month prior to the next Board Meeting. The information from the video will then be reviewed at that meeting so the Board has a shared understanding of what was presented. This will be a regular agenda item and improve governance practices.

5.12 FOIP Attendees
T. Svenningsen reported that the upcoming FOIP workshop on October 5th and October 6th (taking place at SGPL) is almost full and encouraged Trustees to attend if possible.

6. Future Items and Activities
6.1 In Board Calendar
   September 18 YRL Conference
   October 5 & 6 FOIP Workshop (attend one day or the other)
   October 8 Advocacy Workshop
   October 20 – Next Meeting

6.2 For Next Meeting
   The HR & Policy Committee will meet and consider the policy process
   The Advocacy Committee will meet and bring forth ideas for an advocacy plan
   ALTA video review

B. Mastaler invited Tricia Featherstone to comment on the Board’s proceedings and thanked her for attending.

075L-15 R. Zacharias MOVED to go in-camera at 8:08 PM (Recording shut off)

7. In-Camera
7.1 Board Trustee Term Renewals
7.2 New Board Trustee Recommendations
7.3 Director’s Performance Evaluation

076L-15 B. Kesanko MOVED to come out of in-camera at 9:40 p.m. (Recording turned back on)

8. Business Arising from In-camera

077L-15 G. Crawford MOVED that both N. Merrifield and T. Slater’s names be forwarded to the City of Spruce Grove for recommended renewal of their terms.

CARRIED

The Board will invite prospective Board Members that have submitted their applications to the October Board meeting where they will have the opportunity to ask questions of and answer questions from the Board.

078L-15 J. Nixon MOVED that the Chair and Vice Chair will meet with the Director to discuss the results of the recently concluded performance evaluation.

CARRIED

Motion to Adjourn

079L-15 J. Nixon MOVED to adjourn the meeting at 9:45 p.m.

Signed: [Signature]

Dated: 2015-10-20